



Baltimore City Department of Human Resources

Elliott L. Wheelan, Director of Human Resources

Martin O' Malley, Mayor

EXAMINATION FOR: ACCOUNTANT/AUDITOR TRAINEE

SALARY: \$27,492 – \$33,247

GRADE: 85

CLOSING DATE: Continuous Recruitment

POSITION: An Accountant/Auditor Trainee receives training in governmental accounting or auditing practices and procedures.

Positions in this class are located in various City departments. The eligible list may be used to hire persons as vacancies arise.

MINIMUM QUALIFICATIONS: On or before the date of filing the application, each candidate must:

Have a bachelor's degree in accounting from an accredited college or university.

A bachelor's degree from an accredited college or university which includes 60 semester hours in the following areas may be substituted for the education requirement:

1. 27 semester hours in accounting courses which includes at least 3 semester hours each of auditing; cost accounting; and U. S. federal income tax; and a minimum of 9 semester hours in financial accounting;
AND
2. 33 semester hours in business-related courses which includes 6 semester hours of economics; and 3 semester hours each in statistics; computer science, information systems or data processing; corporate or business finance; management; business law; marketing; written communication; oral communication; and business ethics.

NOTE: If you do not have a bachelor's degree in accounting, you must provide record of your courses with your application in order to receive credit toward the minimum qualifications.

SELECTION PROCESS: All candidates indicating the minimum qualifications on their applications will be placed on the eligible list without further examination. The training and experience of each candidate will be evaluated for appropriateness and quantity. It is essential therefore, that you give complete and accurate information on your application. Vagueness or omission may prevent you from being considered for this position. Qualified candidates will not be listed in rank order.

CONTINUOUS RECRUITMENT: Vacancies may be filled at any time. Applications will be processed in the order in which they are received. Delay in filing your application may prevent you from being considered for vacancies.

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KMT/mk POSTED: 12/26/00

Salary Increased 7/1/02

Apply to: Baltimore City Department of Human Resources • 201 East Baltimore Street • Suite 100 • Baltimore, Maryland 21202 • (410) 396-3860

For additional job opportunities information, call (410) 545-3875

For the Hearing impaired: TTY 396-4930

An Equal Opportunity Employer

www.baltimorecity.gov

(see reverse side)

APPLICATIONS: Applications may be obtained by mail or in person from the Baltimore City Department of Human Resources, 201 East Baltimore Street, Suite 100, Baltimore, Maryland 21202.

PHYSICAL EXAMINATION: Eligible candidates must pass a job-related physical examination administered by the City.

TESTING FOR DRUGS: Effective October 1, 1994, the City's pre-employment physical examination for all applicants will include substance abuse testing. Substance abuse testing shall also be required prior to promotion to a sensitive job classification.

ELIGIBILITY: Qualified candidates will be considered for vacancies as they arise, for a period of at least one year. The decision of the Director of Human Resources with respect to acceptable minimum qualifications is final.

SERVICE FEE: City employees who are represented by a union will be required to become union members or to pay a service fee as a condition of continuing employment after completion of a probationary period.

PROBATION: All persons, including current City employees, selected from an eligible list resulting from this examination will be on probation for six months.



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